



CITY OF ALEXANDRIA, VIRGINIA

SPECIAL INSPECTION GUIDELINES & PROCEDURES

NOVEMBER 2012

BASED ON THE 2009 VIRGINIA CONSTRUCTION CODE

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PREFACE

The *City of Alexandria Special Inspection Guidelines and Procedures* provides and coordinates the procedures for special inspections that are required by the Virginia Construction Code (hereafter VCC). These procedures and guidelines are applicable during the design, permitting and construction processes and contain pertinent information needed for successful application and completion of the special inspection requirements.

This document includes the following:

- The responsibilities of the Registered Design Professional responsible for the structural design;
- The role of each member of the building construction team, including: the Registered Design Professionals; Building Owner; General Contractors; Special Inspectors; and Building Official;
- The experience and qualifications necessary to supervise and perform special inspections;
- Required special inspections, and;
- Administrative procedures

1. INTRODUCTION

A. Purpose

The provisions for special inspections are intended to provide a higher degree of scrutiny for aspects of construction that, upon failure, would cause significant harm. These aspects of construction include soil suitability analysis, fabrication and installation of structural steel members, certain concrete and masonry construction, fabrication and installation of wood structural elements, pile and pier foundations, sprayed fire-resistant materials, wall panels and veneer systems, EIFS, special cases and smoke control systems as detailed in the VCC.

The VCC requires experienced and qualified inspectors to inspect these special types of construction. The *City of Alexandria Special Inspection Guidelines and Procedures* has been implemented to clearly outline jurisdictional enforcement of the VCC special inspection requirements. This includes the standard for experience and qualifications necessary to adequately control the work being performed, duties of the special inspector, reporting requirements, as well as jurisdictional oversight. It specifies the type and manner of work and how it is to be performed and any supervision required. It also clarifies the requirements for reporting the results and record keeping.

2. DEFINITIONS

Term definitions outlined below have been extracted from the VCC and expounded when appropriate. Where terms are not defined by this section, such terms shall have ordinarily accepted meanings such as the context implies.

Agents of Special Inspector (Agents). Qualified individuals or agencies working under the direction of the Special Inspectors who are providing the inspections and tests necessary to complete the special inspection process.

Approved. Refer to VCC §202

Approved Agency. Refer to VCC §1702.1

Approved Documents. Includes building construction documents as approved by The City including all approved revisions; and also fabrication and erection documents as approved by municipality including all approved revisions.

Approved Fabricator. Refer to VCC §1702.1

Architect of Record (AR). The registered design professional (RDP) retained by the Owner to design or specify architectural construction in accordance with the USBC and whose signature and seal appears on the approved architectural construction documents.

Building. Refer to VCC §202

Building Official. Refer to VCC §202

Certificate of Compliance. A certificate stating that materials and products meet specified standards or that work was done in compliance with *approved construction documents*.

City - The City -City Approval(ed). When used in this manual shall refer to the City of Alexandria's Department of Code Administration. When approved, documents must bear a City Approval Stamp and be present at the construction site.

Construction Documents. Refer to VCC §202

Contractor. A General Contractor licensed in the Commonwealth of Virginia (See Commonwealth of Virginia, Title 54.1)

Fabricated Item. Refer to VCC §1702.1

Fabrication and Erection Documents. All of the written, graphic, and pictorial documents prepared or assembled after issuance of a building permit and in addition to The City approved construction documents, describing the design, location, and physical characteristics of the building components or materials necessary for fabrication, assembly, or erection of the elements of the project. (Examples would include, but are not limited to, concrete reinforcing shop drawings, steel fabrication and erection shop drawings, and metal building fabrication and erection shop drawings.)

Final Report of Special Inspections. A certification by the Special Inspector which shall indicate that all construction elements subject to special inspections as identified by the jurisdiction approved Statement of Special Inspections (SSI) for all materials or phases of construction have been inspected prior to concealment, and in the Special Inspector's professional opinion and knowledge, the construction project complies with jurisdiction's approved Construction Documents.

Geotechnical Engineer of Record (GER). The RDP retained by the Owner to design or specify earthwork and foundations in accordance with the VCC, and whose seal and signature appear on the jurisdiction approved geotechnical report.

Inspection. The continuous or periodic observation of work and the performance of tests for certain building or structural components to establish conformance with jurisdiction approved documents as required by the VCC.

Inspection Certificate. Refer to VCC §1702.1

Inspection and Testing Agency. An established and recognized agency or agencies, meeting the requirements of ASTM E 329 and accredited, retained by the Owner, independent of the Contractors performing the work subject to special inspections, to perform special inspections and materials testing required by the VCC.

Occupancy Category. Refer to VCC §1602.1

Owner. Refer to VCC §202

Pre-engineered Structural Elements. Structural elements specified by the SER but which may be designed by a specialty RDP. (Examples are items such as open web steel joists and joist girders; wood trusses; combination wood, metal and plywood joists; pre-cast concrete elements; prefabricated wood or metal buildings; tilt-up concrete panel reinforcement and lifting hardware.)

Primary Registered Design Professional of Record. The leader of the design team charged with the preparation of construction documents, either an architect or engineer. The Primary Registered Design Professional of Record is responsible for determining and interpreting the needs of the client and for coordinating the work of the other members of the design team.

Primary Structural Frame. Refer to VCC §202

Registered Design Professional (RDP). Refer to VCC §202

Special Inspection. Refer to VCC §1702.1

Special Inspection Yes (Y) required or Not (N) required.

Special Inspection Continuous (C). Refer to VCC §1702.1

Special Inspection Periodic (P). Refer to VCC §1702.1

Sprayed fire-resistant materials. Refer to VCC §1702.1

Structural Observation. Refer to VCC §1702.1

Shall. This term indicates mandatory requirements.

Special Inspector (SI). Refer to VCC §1702.1

Statement of Special Inspections (SSI). The SSI is a statement prepared by an RDP and shall be approved by the appropriate RDP(s) of Record and submitted by the permit applicant. The SSI includes the scope (schedule) of the special inspection services applicable to a construction project, and the RDP's and inspection and testing agencies that will provide those services. **The SSI is required as a condition for permit issuance in accordance with VCC and must be approved by the Building Official.**

Structural Engineer of Record (SER). The RDP retained by the Owner to design or specify structural documents in accordance with the VCC, and whose signature and seal appear on the jurisdiction approved structural construction documents.

Structure. Refer to VCC §202

3. RESPONSIBILITIES

The **Building Official** is responsible for the issuance of the building permit and the Certificate of Occupancy. Prior to issuing the Building Permit, the Building Official will review and approve the Construction Documents, the SSI, and the qualifications of the SI and the Agents. The Building Official shall review field reports of special inspections as directed by these guidelines and procedures. The Building Official has the authority to issue a stop work order if it is found that the approved special inspectors or laboratories are not

being utilized to perform required special inspections. The Certificate of Occupancy or final inspection shall be issued only after the Building Official has received and approved the Final Report of Special Inspections.

The **Contractor** is responsible for the construction of the project in accordance with the approved Construction Documents and the USBC. In addition, the Contractor is responsible for controlling the quality of construction and for providing the SI and Agents safe access to the elements that require inspection or testing. The Contractor shall coordinate construction related activities, including scheduling and timely notification of the need for Special Inspections and shall cooperate with the project's design professionals, including the SI and Agents. The Contractor shall make the site available for inspections as necessary and shall deliver samples for testing when needed. The Contractor shall respond promptly when informed of nonconforming work. The special inspection process does not relieve the Contractor of responsibility for quality control.

The **Owner** shall be responsible for the fees and costs related to the performance of special inspection services. The Owner or their authorized agent shall sign the SSI.

The **Primary Registered Design Professional of Record (PRDP of Record)** shall be responsible for informing the Owner of the need to provide for special inspections and for assisting the Owner as may be needed to retain the services of an SI. An RDP shall complete a SSI that shall include the Special Inspectors (SI) and Agent(s). The RDP shall also review and act upon conditions noted in interim special inspection reports. The RDP shall also be responsible for supplying the SI with the necessary copies of current appropriate Construction Documents and approved submittals, fabrication, and erection documents, including those revisions and change orders affecting work to be inspected or tested.

The **Special Inspector (SI)** is responsible for performing, documenting, managing, and coordinating the special inspections and the efforts of the various Agents. Individual Agents may be retained by the Owner or by the SI, but they are responsible to the SI. The Agents who are responsible for conducting inspections or tests shall be identified in the SSI that is submitted to the Building Official. The SI shall provide copies of inspection reports to the RDP of Record, Owner, Contractor and Building Official. All discrepancies shall be brought to the attention of the Contractor for correction. The SI shall report deviations from the approved Construction Documents to the appropriate RDP of Record for their resolution. Uncorrected work shall be reported to the Building Official and the appropriate RDP of Record.

The **Structural Engineer of Record (SER)** shall be responsible for identifying in the Construction Documents the specific structural special inspections to be performed for the project in order to meet the requirements of the USBC and any other requirements specified by the SER.

4. WHEN SPECIAL INSPECTIONS ARE REQUIRED

Special inspections are required in accordance with VCC. The requirements for special inspections shall be determined prior to and are requisite for issuance of the building permit.

Special inspections are required for building components identified in the VCC when the design of these components are required to be performed by a professional engineer or architect. (See attached CHART A in Appendix B)

Special inspections are not required:

- For work of a minor nature or as warranted by conditions in the jurisdiction as approved by the building official.
- Unless otherwise required by the building official, for occupancies in Groups R-3, R-4 or R-5 and occupancies in Group U that are accessory to a residential occupancy.

- Special inspections are not required for building components unless the design involves the practice of professional engineering or architecture as defined by the laws of this Commonwealth and regulations governing the professional registration and certification of engineers and architects.

Note: Check the requirements for each component of a building or structure listed in VCC Chapter 17 to determine if the exceptions to the requirement for special inspections of that component are applicable.

5. COMPLETING THE STATEMENT OF SPECIAL INSPECTION (SSI)

A complete SSI shall be provided with the application for permit. A complete SSI will contain the following:

- The Statement of Special Inspections form shall be completed to include original signatures by the parties identified on the SSI to include:
 - The Registered Design Professional in responsible charge (RDP) is required to complete the statement and schedule. Although not required, typically this is accomplished by an RDP associated with the project design and understanding the critical elements. This can be the Structural Engineer of Record (SER), Special Inspector (SI) or any other RDP knowledgeable of the project that can execute the form. Their name is typed/printed on the line “Type or print name of the preparer of the Schedule.” The Virginia RDP seal and signature of the preparer is to be located above the printed name where indicated.
 - The applicant’s signature is required if the person applying for the permit is different from the owner. This can be the owner’s authorized representative, an RDP authorized by the Owner or the appropriately licensed Contractor that will be performing the work. The Applicant provides a signature on the “Permit Applicant’s Signature” line. If the Applicant and Owner are the same and the Owner has signed on the “Owner’s Authorization” line, a separate signature is not required on this line.
 - The project Owner’s authorization is required as they are responsible for the fees and costs of the Special Inspector. By signing this form, they acknowledge that special inspections are required for the project and agree to notify the Building Official of any changes regarding the special inspection agents. The owner provides a signature on the “Owner’s Authorization” line.
 - The Primary RDP of Record for the design provides a signature on the “Primary RDP of Record” line. The Primary RDP of Record is usually the person with the most direct contact with the owner. Typically, this would be the primary design professional that coordinated the completion of the plans. By signing, the Primary RDP of Record is not taking on a responsibility for the entire special inspection process nor approval of the special inspection team. The signature is an acknowledgement that special inspections are required on the job based on the design of his/her project, has advised the owner of their responsibility to provide and pay for special inspections, and has assured that special inspections are properly called for in the schedule for areas dictated by his/her design are incorporated.
 - The Structural Engineer of Record (if different from the Primary RDP of Record noted above) signs the SER line. The signature is an acknowledgement that the SER has reviewed the statement to ensure all required inspections dictated by his/her design are incorporated.
 - The company name of the Special Inspector (Agent 1) is to be typed or printed on “Special Inspector” line. The RDP overseeing the implementation of special inspections for the project for the above named company will place his/her signature in the “Special Inspector (Signature)” line.

- The Building Official shall sign the form after all required original signatures have been executed, he/she is satisfied that the area(s) of special inspections have been properly identified and called for, and he/she is satisfied that the special inspection agents and testing laboratories are properly qualified and certified. The signature of the Building Official shall signify acceptance and approval of the Statement/Schedule of Special Inspections.
- The Schedule of Special Inspections shall be included with proper identification of elements requiring special inspections yes, continuous, periodic, or not required (Y, C, P, N), as well as the associated Agent(s) responsible for inspection and/or testing.
- Agents for special inspections shall be identified to include address, phone number and responsible party. (Agent 1, Agent 2, Laboratory, etc...) Agent 1 shall always be the primary Special Inspector responsible for the coordination of the entire special inspection process.
- Proper documentation as to appropriate qualifications and certifications as discussed in Section 5.
- Changes to a Special Inspector or Testing Laboratory approved by the Building Official after a permit has been issued must be submitted in the form of a new Statement and Schedule of Special Inspections. This must be approved by the Building Official prior to resuming special inspections.

6. PRE-CONSTRUCTION MEETING

Pre-construction meetings are to be conducted by the SI at the start of the project unless work is of a minor nature and waived by the Building Official. The meeting is to be attended by the following individuals:

- Special Inspector
- Special Inspection Agent(s)
- Contractor
- Subcontractor's representatives for each trade of work specified in the SSI

The following individuals are to be notified of the pre-construction meeting and are encouraged to attend whenever possible:

- Owner
- RDP(s) of Record for each scope of work specified in the SSI
- Building Official (or his/her designee)

The meeting should provide a forum to review and explain the following:

- Work to be reviewed as specified in the SSI.
- Inspections performed by the Building Official.
- Timely notification required by the Contractor to the SI of when the work is ready for inspections during the course of the work.
- Procedures to document, correct, re-inspect, and complete items found to be non compliant or deficient.
- Identification of the RDP designated to resolve field deviations and non-compliant items if different from the RDPs responsible for preparing the construction documents.
- Contact information of individuals involved with the project.
- Discussion of the inspections and testing to be performed.
- Proper submission and distribution of reports and supplemental information.

- Discussion of coordination of all work to be performed in accordance with the Contract Documents and that no changes shall be permitted unless authorized and approved in writing by the RDP of Record for the work in question.

A report shall be prepared by the SI indicating that the pre-construction meeting was conducted. The report shall indicate the date and location of the meeting, who attended and a brief description of the items discussed. A copy of the report shall be distributed as required in Section 7.

7. SPECIAL INSPECTIONS REPORTS

The SI shall provide copies of inspection reports to the SER, Owner, Contractor, and Building Official. The SI shall report deviations from the approved Construction Documents to the appropriate RDP for their resolution before proceeding with the inspection of the deficient work. All inspection and test reports shall be submitted within seven (7) working days of the inspection or test performed. In no case shall inspections be performed by the Building Official that would allow the concealment of work required to be inspected by the SI unless verification has been received that the special inspection has been successfully performed.

Special inspection and testing reports shall indicate that the specified work has been inspected and found to be in compliance with the approved construction documents unless deficiencies are noted. Reports containing deficiencies or non-compliant work shall describe the nature and specific location of the discrepancies.

At the completion of a project, all recorded non compliant work shall be documented as having been corrected or approved by the RDP(s) of Record or other RDP(s) responsible for any review and approval of deviations or changes from the approved construction documents as appropriate.

Upon request of the Building Official, the SI shall submit a letter indicating completion of a specific area or phase of special inspections and testing for a particular construction discipline.

8. FINAL SPECIAL INSPECTIONS REPORTS

Upon completion of all special inspections and testing specified on the SSI, the SI shall, after review and approval by the appropriate RDP(s), submit a Final Report of Special Inspections, which includes the completed Schedule of Special Inspections, and Certificate of Compliance as required by VCC to the Building Official for review and approval. **The Building Official review and approval is required prior to final building inspection approval or issuance of a Certificate of Occupancy.**

10. REFERENCED DOCUMENTS

- 2009 VCC
- National Practice Guidelines for Special Inspections by CASE (Council of American Structural Engineers).
- ASTM E-329

11. REVISIONS TO THIS DOCUMENT (INCLUDING STATEMENT OF SPECIAL INSPECTIONS)

Revisions will be made from time to time by the City. Any unauthorized revision may cause the document not to be accepted by the City.

APPENDIX A

CITY OF ALEXANDRIA STATEMENT OF SPECIAL INSPECTIONS

MASTER PERMIT NO. _____

PROJECT NUMBER & ADDRESS

PERMIT APPLICANT

PRIMARY RDP OF RECORD

STRUCTURAL ENGINEER OF RECORD

This Statement of Special Inspections is submitted as a condition for permit issuance in accordance with the VCC. It includes a Schedule of Special Inspections applicable to this project as well as the name of the Special Inspector, and the identity of other testing laboratories or agencies intended to be retained for conducting these inspections or tests.

The Special Inspector shall keep records of all inspections, and shall furnish inspection reports to the Building Official, appropriate Registered Design Professional (RDP), Owner and Contractor. All discrepancies shall be brought to the immediate attention of the Contractor for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official and appropriate RDP(s). Interim reports shall be submitted to the Building Official, Owner, Contractor and the appropriate RDP(s) according to the *City of Alexandria Special Inspection Guidelines and Procedures*.

Jobsite safety is solely the responsibility of the contractor. Materials and activities to be inspected are not to include the contractor's equipment and methods used to erect or install the materials listed. **All fees/costs related to the performance of Special Inspections shall be the responsibility of the Owner. Additionally, the undersigned (RDP or SER) are only acknowledging that the items enumerated on the Schedule of Special Inspections are consistent with the required design elements, the applicable sections of the VCC and their area of expertise.**

REVIEW, AUTHORIZATION & ACCEPTANCE

Permit Applicant (If not Owner):

Signature / date: _____

Printed Name: _____

Statement of Special Inspections Prepared By:

Owner's Authorization (If other than Applicant):

Signature / date: _____

Printed Name: _____

**Primary RDP of Record:
(Review and Acceptance of Schedule)**

Signature / date: _____

Printed Name: _____

Virginia RDP Seal of SSI Preparer

Printed Name of the Preparer of the Schedule (on line above)

**SER of Record:
(Review and Acceptance of Schedule)**

Signature / date: _____

Printed Name: _____

Building Official's Acceptance:

Special Inspector:

Signature / date: _____

Printed Name: _____

SI Company Name: _____

Signature / Date: _____

Printed Name: _____

SCHEDULE OF SPECIAL INSPECTIONS

| VERIFICATION AND INSPECTION | CONTINUOUS | PERIODIC | PERMIT NUMBER: | | | |
|--|------------|----------|----------------|--|-------|-----------|
| | | | YES / NO | REFERENCED STANDARD | AGENT | COMPLETED |
| GENERAL | | | | | | |
| Special Inspections Meeting | | | | Project Specific, to be decided by the Building Official | | |
| REQUIRED VERIFICATION AND INSPECTION OF FABRICATORS | | | | | | |
| 1. Inspection of Fabricators :(where fabrication of structural load-bearing members and assemblies is being performed on the premises of a fabricators shop) | - | X | | 1704.2 | | |
| 2. Fabrication and implementation procedures :(verify fabricator maintains detailed fabrication and quality control procedures) | - | X | | 1704.2.1 | | |
| 3. Fabricator approval: (approval based upon review of fabricator’s written procedural and quality control manuals and periodic auditing of fabrication practices by an approved special inspection agency). | - | X | | 1704.2.2 ¹ | | |
| REQUIRED VERIFICATION AND INSPECTION OF SOILS | | | | | | |
| 1. Verify materials below shallow foundations are adequate to achieve the design bearing capacity. | - | X | | Table 1704.7 | | |
| 2. Verify excavations are extended to proper depth and have reached proper material. | - | X | | Table 1704.7 | | |
| 3. Perform classification and testing of compacted fill materials. | - | X | | Table 1704.7 | | |
| 4. Verify use of proper materials, densities and lift thicknesses during placement and compaction of compacted fill. | X | - | | Table 1704.7 | | |

| VERIFICATION AND INSPECTION | CONTINUOUS | PERIODIC | PERMIT NUMBER: | | | |
|---|------------|----------|----------------|---------------------|-------|-----------|
| | | | YES / NO | REFERENCED STANDARD | AGENT | COMPLETED |
| 5. Prior to placement of compacted fill, observe subgrade and verify that site has been prepared properly. | - | X | | Table 1704.7 | | |
| REQUIRED VERIFICATION AND INSPECTION OF EARTH RETENTION SYSTEMS | | | | | | |
| Earth Retention Systems | X | X | | Refer to Appendix D | | |
| REQUIRED VERIFICATION AND INSPECTION OF HELICAL PILE FOUNDATIONS | | | | | | |
| Helical Pile Foundations | X | X | | 1704.10 | | |
| REQUIRED VERIFICATION AND INSPECTION OF VERTICAL MASONRY FOUNDATION ELEMENTS | | | | | | |
| Vertical Masonry Foundation Elements | - | X | | 1704.11 | | |
| REQUIRED VERIFICATION AND INSPECTION OF DRIVEN DEEP FOUNDATION ELEMENTS | | | | | | |
| 1. Verify element materials, sizes and lengths comply with the requirements. | X | - | | Table 1704.8 | | |
| 2. Determine capacities of test elements and conduct additional load tests, as required. | X | - | | Table 1704.8 | | |
| 3. Observe driving operations and maintain complete and accurate records for each element. | X | - | | Table 1704.8 | | |
| 4. Verify placement locations and plumbness, confirm type and size of hammer, record number of blows per foot of penetration, determine required penetrations to achieve design capacity, record tip and butt elevations and document any damage to foundation element. | X | - | | Table 1704.8 | | |
| 5. For steel elements, perform additional inspections in accordance with Section 1704.3. | - | - | | Table 1704.8 | | |
| 6. For concrete elements and concrete-filled elements, perform additional inspections in accordance with Section 1704.4. | - | - | | Table 1704.8 | | |

| VERIFICATION AND INSPECTION | CONTINUOUS | PERIODIC | PERMIT NUMBER: | | | |
|---|------------|----------|----------------|---|-------|-----------|
| | | | YES / NO | REFERENCED STANDARD | AGENT | COMPLETED |
| 7. For specialty elements, perform additional inspections as determined by the registered design professional in responsible charge. | - | - | | Table 1704.8 | | |
| REQUIRED VERIFICATION AND INSPECTION OF CAST-IN-PLACE FOUNDATION ELEMENTS | | | | | | |
| 1. Observe drilling operations and maintain complete and accurate records for each element. | X | - | | Table 1704.9 | | |
| 2. Verify placement locations and plumbness, confirm element diameters, bell diameters (if applicable), lengths, embedment into bedrock (if applicable) and adequate end-bearing strata capacity. Record concrete or grout volumes. | X | - | | Table 1704.9 | | |
| 3. For concrete elements, perform additional inspections in accordance with Section 1704.4. | - | - | | Table 1704.9 | | |
| REQUIRED VERIFICATION AND INSPECTION OF CONCRETE CONSTRUCTION | | | | | | |
| 1. Inspection of reinforcing steel, including prestressing tendons, and placement. | - | X | | ACI 318:3.5, 7.1-7.7; Table 1704.4, 1913.4 | | |
| 2. Inspection of reinforcing steel welding in accordance with Table 1704.3, Item 5b. | - | - | | ACI 318: 3.5.2; Table 1704.4, AWS D1.4 | | |
| 3. Inspection of bolts to be installed in concrete prior to and during placement of concrete where allowable loads have been increased or where strength design is used. | X | - | | ACI 318:8.1.3, 21.2.8, Table 1704.4, 1911.5,1912.1 | | |
| 4. Inspection of anchors installed in hardened concrete. | - | X | | ACI 318:3.8.6, 8.1.3,21.2.8, 1912.1, Table 1704.4 | | |
| 5. Verifying use of required design mix. | - | X | | ACI 318:Ch.4,5.2-5.4, 1904.2.2,1913.2, 1913.3, Table 1704.4 | | |

| VERIFICATION AND INSPECTION | CONTINUOUS | PERIODIC | PERMIT NUMBER: | | | |
|--|------------|----------|----------------|--|-------|-----------|
| | | | YES / NO | REFERENCED STANDARD | AGENT | COMPLETED |
| 6. At the time fresh concrete is sampled to fabricate specimens for strength tests, perform slump and air content tests, and determine the temperature of the concrete. | X | - | | ASTM C 172 , ASTM C 31, ACI 318: 5.6, 5.8, 1913.10 Table 1704.4 | | |
| 7. Inspection of concrete and shotcrete placement for proper application techniques. | X | - | | ACI 318: 5.9, 5.10, 1913.6,1913.7,1913.8, Table 1704.4 | | |
| 8. Inspection for maintenance of specified curing temperature and techniques. | - | X | | ACI 318: 5.11-5.13,1913.9,Table 1704.4 | | |
| 9. Inspection of prestressed concrete: a.Application of prestressing forces. b.Grouting of bonded prestressing tendons in the seismic-force-resisting system. | X | - | | ACI 318: 18.20, ACI 318: 18.18.4 , Table 1704.4 | | |
| 10. Erection of precast concrete members. | - | X | | ACI 318: Ch.16, Table 1704.4 | | |
| 11. Verification of in-situ concrete strength, prior to stressing of tendons in posttensioned concrete and prior to removal of shores and forms from beams and structural slabs. | - | | | ACI 318: 6.2, Table 1704.4 | | |
| 12. Inspect formwork for shape, location and dimensions of the concrete member being formed, shoring and reshoring. | - | X | | ACI 318: 6.1,6.2 Table 1704.4, 1906 | | |
| LEVEL 1 REQUIRED VERIFICATION AND INSPECTION OF MASONRY CONSTRUCTION | | | | | | |
| 1. Compliance with required inspection provisions of the construction documents and the approved submittals shall be verified. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 1.5 | | |
| 2. Verification of f'_m and f'_{AAC} prior to construction except where specifically exempted by this code. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 1.4B | | |

| VERIFICATION AND INSPECTION | CONTINUOUS | PERIODIC | PERMIT NUMBER: | | | |
|--|------------|----------|----------------|--|-------|-----------|
| | | | YES / NO | REFERENCED STANDARD | AGENT | COMPLETED |
| 3. Verification of slump flow and VSI as delivered to the site for self-consolidating grout. | X | - | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 1.5B.1.b.3 | | |
| 4. As masonry construction begins, the following shall be verified to ensure compliance: | | | | | | |
| a. Proportions of site-prepared mortar. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 2.6A | | |
| b. Construction of mortar joints. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 3.3B | | |
| c. Location of reinforcement, connectors, prestressing tendons and anchorages. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 3.4, 3.6A | | |
| d. Prestressing technique. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 3.6B | | |
| e. Grade and size of prestressing tendons and anchorages. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 2.4B, 2.4H | | |
| 5. During construction the inspection program shall verify: | | | | | | |
| a. Size and location of structural elements. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art.3.3F | | |
| b. Type, size and location of anchors, including other details of anchorage of masonry to structural members, frames or other construction. | - | X | | TMS 402/ACI 530/ASCE 5: Table 1704.5.1, Sec.1.2.2.(e),1.16.1 | | |
| c. Specified size, grade and type of reinforcement, anchor bolts, prestressing tendons and anchorages. | - | X | | TMS 402/ACI 530/ASCE 5: Sec. 1.15 TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 2.4, 3.4 | | |
| d. Welding of reinforcing bars. | X | - | | TMS 402/ACI 530. /ASCE 5: Sec. 2.1.9.7.2, 3.3.3.5(b) Table 1704.5.1 | | |
| e. Preparation, construction and protection of masonry during cold weather (temperature below 40°F) or hot weather (temperature above 90°F). | - | X | | Sec. 2104.3, 2104.4 TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 1.8C,1.8D | | |
| f. Application and measurement of prestressing force. | X | - | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 3.6B | | |
| 6. Prior to grouting, the following shall be verified to ensure compliance: | | | | | | |

| VERIFICATION AND INSPECTION | CONTINUOUS | PERIODIC | PERMIT NUMBER: | | | |
|--|------------|----------|----------------|--|-------|-----------|
| | | | YES / NO | REFERENCED STANDARD | AGENT | COMPLETED |
| a. Grout space is clean. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 3.2D | | |
| b. Placement of reinforcement and connectors, and prestressing tendons and anchorages. | - | X | | TMS 402/ACI 530/ASCE 5: Sec.1.13 TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 3.4 | | |
| c. Proportions of site-prepared grout and prestressing grout for bonded tendons. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 2.6B | | |
| d. Construction of mortar joints. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 3.3B | | |
| 7. Grout placement shall be verified to ensure compliance: | X | - | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 3.5 | | |
| a. Grouting of prestressing bonded tendons. | X | - | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 3.6C | | |
| 8. Preparation of any required grout specimens, mortar specimens and/or prism shall be observed. | - | X | | Sec.2105.2.2, 2105.3, TMS 602/ACI 530.1/ASCE 6: Table 1704.5.1, Art. 1.4 | | |
| LEVEL 2 REQUIRED VERIFICATION AND INSPECTION OF MASONRY CONSTRUCTION | | | | | | |
| 1. Compliance with required inspection provisions of the construction documents and the approved submittals. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.3, Art. 1.5 | | |
| 2. Verification of $f'm$ and f'_{AAC} prior to construction and for every 5,000 square feet during construction. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.3, Art. 1.4B | | |
| 3. Verification of proportions of materials in premixed or preblended mortar and grout as delivered to the site. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.3, Art. 1.5B | | |
| 4. Verification of slump flow and VSI as delivered to the site for self-consolidating grout. | X | - | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.3, Art. 1.5B.1.b.3 | | |
| 5. The following shall be verified to ensure compliance: | | | | | | |
| a. Proportions of site-prepared mortar, grout and prestressing grout for bonded tendons. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.3, Art. 2.6A | | |

| VERIFICATION AND INSPECTION | CONTINUOUS | PERIODIC | PERMIT NUMBER: | | | |
|---|------------|----------|----------------|---|-------|-----------|
| | | | YES / NO | REFERENCED STANDARD | AGENT | COMPLETED |
| b. Placement of masonry units and construction of mortar joints. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.3, Art. 3.3B | | |
| c. Placement of reinforcement, connectors and prestressing tendons and anchorages. | - | X | | TMS 402/ACI 530/ASCE 5: Sec.1.15 TMS 602/ACI 530.1/ASCE 6: Table 1704.5.3, Art. 3.4,3.6A | | |
| d. Grout space prior to grout. | X | - | | TMS 602/ACI 530.1/ASCE 6: T 1704.5.3, Art. 3.2D | | |
| e. Placement of grout. | X | - | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.3, Art. 3.5 | | |
| f. Placement of prestressing grout. | X | - | | TMS 602/ACI 530. 1/ASCE 6: Table 1704.5.3, Art. 3.6C | | |
| g. Size and location of structural elements. | - | X | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.3, Art. 3.3F | | |
| h. Type, size and location of anchors, including other details of anchorage of masonry to structural members, frames or other construction. | X | - | | TMS 402/ACI 530/ASCE 5: Table 1704.5.3, Sec. 1.2.2(e), 1.16.1 | | |
| i. Specified size, grade and type of reinforcement, anchor bolts, prestressing tendons and anchorages. | - | X | | TMS 402/ACI 530/ASCE 5: Sec. 1,15 TMS 602/ACI 530.1/ASCE 5: Table 1704.5.3, Art. 2.4,3.4 | | |
| j. Welding of reinforcing bars. | X | - | | TMS 402/ACI 530/ASCE 6: Sec.2.1.9.7.2,3.3.3.4 (b) Table 1704.5.3, Art. 1.5 | | |
| k. Preparation, construction and protection of masonry during cold weather(temperature below 40°F) or hot weather (temperature above 90°F). | - | X | | Sec.2104.3,2104.4 TMS 602/ACI 530.1/ASCE 6: Table 1704.5.3, Art. 1.8C, 1.8D | | |
| l. Application and measurement of prestressing force. | X | - | | TMS 602/ACI 530.1/ASCE 6: Table 1704.5.3, Art. 3.6B | | |
| 6. Preparation of any required grout specimens and/or prisms shall be observed. | X | - | | Sec.2105.2.2, 21045.3 TMS 602/ACI 530.1/ASCE 6: Table 1704.5.3, Art. 1.4 | | |
| REQUIRED VERIFICATION AND INSPECTION OF STEEL CONSTRUCTION | | | | | | |
| 1. Material verification of high-strength bolts, nuts and washers: | | | | | | |

| VERIFICATION AND INSPECTION | CONTINUOUS | PERIODIC | PERMIT NUMBER: | | | |
|--|------------|----------|----------------|---|-------|-----------|
| | | | YES / NO | REFERENCED STANDARD | AGENT | COMPLETED |
| a.Identification markings to conform to ASTM standards specified in the approved construction documents. | - | X | | AISC 360, Section A3.3 and applicable ASTM material standards Table 1704.3 | | |
| b.Manufacturer's certificate of compliance required. | - | X | | | | |
| 2. Inspection of high-strength bolting: | | | | | | |
| a.Snug-tight joints. | - | X | | AISC 360, Section M2.5 Table 1704.3, 1704.3.3 | | |
| b.Pretensioned and slip-critical joints using turn-of-nut with matchmarking, twist-off bolt or direct tension indicator methods of installation. | - | X | | AISC 360, Section M2.5 Table 1704.3, 1704.3.3 | | |
| c.Pretensioned and slip-critical joints using turn-of-nut without matchmarking or calibrated wrench methods of installation. | X | - | | AISC 360, Section M2.5 Table 1704.3, 1704.3 | | |
| 3. Material verification of structural steel and cold-formed steel deck: | | | | | | |
| a.For structural steel, identification markings to conform to AISC 360. | - | X | | AISC 360, Section M5.5, Table 1704.3 | | |
| b. For other steel, identification markings to conform to ASTM standards specified in the approved construction documents. | - | X | | Applicable ASTM material standards, Table 1704.3 | | |
| c.Manufacturer's certified test reports. | - | X | | Table 1704.3 | | |
| 4. Material verification of weld filler materials: | | | | | | |
| a.Identification markings to conform to AWS specification in the approved construction documents. | - | X | | AISC 360, Section A3.5 and applicable AWS A5 documents, Table 1704.3 | | |
| b.Manufacturer's certificate of compliance required. | - | X | | Table 1704.3 | | |
| 5. Inspection of welding: | | | | | | |
| a.Structural steel and cold-formed steel deck: | | | | | | |
| 1) Complete and partial joint penetration groove welds. | X | - | | AWS D1.1, Table 1704.3, 1704.3.1 | | |
| 2) Multipass fillet welds. | X | - | | AWS D1.1, Table 1704.3, 1704.3.1 | | |

| VERIFICATION AND INSPECTION | CONTINUOUS | PERIODIC | PERMIT NUMBER: | | | |
|--|------------|----------|----------------|---|-------|-----------|
| | | | YES / NO | REFERENCED STANDARD | AGENT | COMPLETED |
| 3) Single-pass fillet welds >5/16 | X | - | | AWS D1.1, Table 1704.3, 1704.3.1 | | |
| 4) Plug and slot welds. | X | - | | AWS D1.1, Table 1704.3, 1704.3.1 | | |
| 5) Single-pass fillet welds ≤ 5/16 | - | X | | AWS D1.1, Table 1704.3, 1704.3.1 | | |
| 6) Floor and roof deck welds. | X | - | | AWS D1.3, Table 1704.3 | | |
| b.Reinforcing steel: | | | | | | |
| 1) Verification of weldability of reinforcing steel other than ASTM A 706. | - | X | | AWS D1.4 ACI 318: Section 3.5.2, Table 1704.3 | | |
| 2) Reinforcing steel resisting flexural and axial forces in intermediate and special moment frames, and boundary elements of special structural walls of concrete and shear reinforcement. | X | - | | AWS D1.4 ACI 318: Section 3.5.2, Table 1704.3 | | |
| 3) Shear reinforcement. | X | - | | AWS D1.4 ACI 318: Section 3.5.2, Table 1704.3 | | |
| 4) Other reinforcing steel. | - | X | | AWS D1.4 ACI 318: Section 3.5.2, Table 1704.3 | | |
| 6. Inspection of steel frame joint details for compliance: | | | | | | |
| a. Details such as bracing and stiffening. | - | X | | Table 1704.3, 1704.3.2 | | |
| b. Member locations. | - | X | | Table 1704.3, 1704.3.2 | | |
| c. Application of joint details at each connection. | - | X | | Table 1704.3, 1704.3.2 | | |
| REQUIRED VERIFICATION AND INSPECTION OF WOOD CONSTRUCTION | | | | | | |
| Wood construction | | | | 1704.6 | | |
| High-Load Diaphragms- Installation | - | X | | 1704.6, 1704.2, 1704.6.1 | | |
| Metal-plate-connected wood trusses spanning 60ft or greater | - | X | | 1704.6.2 | | |
| REQUIRED VERIFICATION AND INSPECTION SPRAYED FIRE-RESISTANT MATERIALS | | | | | | |
| Sprayed Fire-resistive Material | - | X | | 1704.12, 1704.121 thru 1704.12.6 | | |
| REQUIRED VERIFICATION AND INSPECTION OF MASTIC AND INTUMESCENT FIRE-RESISTANT COATINGS | | | | | | |
| Mastic and Intumescent fire-resistant Coatings | - | X | | 1704.13 | | |
| REQUIRED VERIFICATION AND INSPECTION OF EXTERIOR INSULATION AND FINISH SYSTEMS (EIFS) | | | | | | |

| VERIFICATION AND INSPECTION | CONTINUOUS | PERIODIC | PERMIT NUMBER: | | | |
|--|------------|----------|----------------|---------------------|-------|-----------|
| | | | YES / NO | REFERENCED STANDARD | AGENT | COMPLETED |
| Exterior insulation and finish systems (EIFS) | - | X | | 1704.14 | | |
| Water-resistive barrier coating | - | X | | 1704.14.1 | | |
| REQUIRED VERIFICATION AND INSPECTION OF SPECIAL CASES | | | | | | |
| Special Cases (alternative materials and systems, unusual design applications) | - | X | | 1704.15 | | |
| REQUIRED VERIFICATION AND INSPECTION FOR SMOKE CONTROL | | | | | | |
| Special inspection for smoke control | - | X | | 1704.16 | | |
| Testing scope | - | X | | 1704.16.1 | | |
| Qualifications | - | X | | 1704.16.2 | | |
| REQUIRED VERIFICATION AND INSPECTION FOR WIND RESISTANCE | | | | | | |
| Wind Resistance | - | X | | 1705.4 | | |
| Wind requirements in the statement of special inspections | - | X | | 1705.4.1 | | |
| Detailed requirements | - | X | | 1705.4.2 | | |
| Special inspections for wind requirements | - | X | | 1706.1 | | |
| Structural wood | X | - | | 1706.2 | | |
| Cold-formed steel light-frame construction | - | X | | 1706.3 | | |
| Wind-resisting components | - | X | | 1706.4 | | |
| REQUIRED VERIFICATION, INSPECTION AND STRUCTURAL TESTING FOR SEISMIC RESISTANCE | | | | | | |
| Seismic resistance | - | - | | 1705.3 | | |
| Seismic-force –resisting systems | - | - | | 1705.3.1 | | |
| Designated seismic systems | - | - | | 1705.3.2 | | |
| Seismic Design Category C | - | - | | 1705.3.3 | | |
| Seismic Design Category D | - | - | | 1705.3.4 | | |
| Seismic category E or F | - | - | | 1705.3.5 | | |
| Seismic requirements in the statement of special inspections | - | - | | 1705.3.6 | | |

| VERIFICATION AND INSPECTION | CONTINUOUS | PERIODIC | PERMIT NUMBER: | | | |
|---|------------|----------|----------------|---------------------|-------|-----------|
| | | | YES / NO | REFERENCED STANDARD | AGENT | COMPLETED |
| Special inspections for seismic resistance | - | - | | 1707.1 | | |
| Structural steel | - | - | | 1707.2 | | |
| Structural wood | - | - | | 1707.3 | | |
| Cold-formed steel light-frame construction | - | - | | 1707.4 | | |
| Storage racks and access floors | - | X | | 1705.5 | | |
| Architectural components | - | X | | 1706.6 | | |
| Mechanical and Electrical components | - | X | | 1707.7 | | |
| Designated seismic system verifications | - | X | | 1707.8 | | |
| Seismic isolation system | - | X | | 1707.9 | | |
| Testing and qualifications for seismic resistance | - | X | | 1708.1 | | |
| Concrete Reinforcement | - | X | | 1708.2 | | |
| Structural Steel | - | X | | 1708.3 | | |
| Seismic certification of nonstructural components | - | X | | 1708.4 | | |
| Seismically isolated structures | - | X | | 1708.5 | | |

INSPECTION & TESTING AGENTS

Permit No.: _____

Date: _____

| LIST OF INSPECTION AGENTS | | | | |
|---|------|---------|---------|-------------------------|
| Inspection Agent | Name | Company | Address | Telephone/Email Address |
| 1. Special Inspector (SI) | | | | |
| 2. Structural Engineer of Record (SER) | | | | |
| 3. Special Inspector (SI) - Smoke Control | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| LIST OF TESTING AGENTS | | | | |
|------------------------|------|---------|---------|-------------------------|
| Testing Agent | Name | Company | Address | Telephone/Email Address |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

FINAL SPECIAL INSPECTIONS REPORT

PERMIT NO: _____

DATE: _____

PROJECT NAME/ADDRESS

PERMIT APPLICANT

PRIMARY RDP OF RECORD

STRUCTURAL ENGINEER OF RECORD

To the best of my information, knowledge, and belief, the special inspections required for this project, and itemized in the Statement of Special Inspections submitted for permit, have been completed.

Interim reports submitted prior to this final report, and numbered _____ to _____, form a basis for, and are to be considered an integral part of this final report.

All the outstanding nonconforming items (discrepancies) since the last interim report dated _____ have been corrected.

Respectfully submitted,

Signature

Date

Type or Print Name (Special Inspector)

Seal of Special Inspector

Upon completion of all special inspections and testing, the SI shall submit a Final Report of Special Inspections to Building Official for review and approval. The Building Official review and approval is required prior to final building inspection approval or issuance of a Certificate of Occupancy.

APPENDIX B

A/E SEAL ON DRAWINGS

The purpose of these charts and notes is for quick reference to determine in accordance with §54.1 - 402 of the Code of Virginia if an architect's or engineer's (A/E) seal is required on documents for proposed construction.

CHART A - GENERAL DESIGN

A proposed structure which is classified within any of the categories marked "Yes" requires an A/E seal on the documents. Separate requirements apply as to when the electrical, plumbing or mechanical systems in such structures require an A/E seal (see Charts B and C).

| GROUP | BRIEF DESCRIPTION | AREA (SQ. FT.) | | | HEIGHT (STORIES) | |
|------------------|-----------------------------|-------------------|--------------------|----------------|---------------------|-----------|
| | | 5,000 OR LESS | 5,001 TO 15,000 | OVER 15,000 | 3 OR LESS | OVER 3 |
| A ¹ | ASSEMBLY | YES | YES | YES | YES | YES |
| B | BUSINESS | - | YES | YES | - | YES |
| E | SCHOOLS & DAY CARE CENTERS | YES | YES | YES | YES | YES |
| F | FACTORY & INDUSTRIAL | - | - | YES | - | YES |
| H | HIGH HAZARD | YES | YES | YES | YES | YES |
| I | INSTITUTIONAL | YES | YES | YES | YES | YES |
| M | MERCANTILE | - | YES | YES | - | YES |
| R-1 | HOTEL, MOTEL & DORMITORY | YES | YES | YES | YES | YES |
| R-2 ⁷ | MULTI-FAMILY RESIDENTIAL | - | - | - | YES | YES |
| R-3 | 2 FAMILY ATTACHED | - | - | - | - | YES |
| R-4 | RESIDENTIAL ASSISTED LIVING | - | - | YES | - | YES |
| R-5 | 1 AND 2 FAMILY DWELLINGS | - | - | - | - | YES |
| S | STORAGE (NON_FARM) | - | - | YES | - | YES |
| U | UTILITY & MISCELLANEOUS | - | - | YES | - | YES |
| ALL | INTERIOR DESIGN | SEE NOTE #4 | | | | |

Notes: (Apply the following notes to all categories as applicable.)

- Churches are exempt if building does not exceed 5,000 square feet or three stories, and the occupant load does not exceed 100.
- A local building code official may require an A/E seal even if not required to do so by this chart.
- The law requires that, where an A/E seal is not present, the plans must be signed by the individual (not company) responsible for the design, including the individual's occupation and address.
- Additions, remodeling or interior design defined under § 54.1-400 of the Code of Virginia might not require an A/E seal. For construction, additions or remodeling resulting in a change in occupancy, occupancy load, modification to the structural system, change in access or egress or an increase in the fire hazard an A/E seal is required in accordance with § 54.1-400, although notes 1 and 2 still apply.
- Any unique design of structural elements for floors, walls, roofs or foundations requires an A/E seal, regardless of whether or not the remainder of the plans require such certification.
- Buildings, structures, or electrical and mechanical installations which are not otherwise exempted but which are of standard design, provided they bear the certification of a professional engineer or architect registered or licensed in another state, and provided that the design is adapted for the specific location and conformity with local codes, ordinances and regulations, and is so certified by a professional engineer or architect licensed in Virginia may not require an A/E seal.
- One exit and three stories or less Group R-2 buildings would normally be exempted from an A/E seal except where required by Note 2. Most all other three stories or less Group R-2 multi-family buildings are required by the building officials to have A/E seals for the construction documents.

APPENDIX C

CONCRETE FORMWORK: STRIPPING AND RESHORING

City Approval Required - Specifically, City approval is required prior to removal of concrete formwork and shoring, and installation or removal of reshores. Requests for City approval shall be submitted in the form of stripping letters (refer to **Requests for Formwork & Shoring Removal** or **"Stripping Letter"**).

Operations - Removal of shores, formwork stripping and installation of reshores shall conform to the City-approved fabrication and erection documents and shall not commence until the City approved stripping letter is on-site.

Requests for Formwork & Shoring Removal (Stripping Letter).

- a. **Preparation of stripping letter.** The **SI** shall initiate a stripping letter when concrete strengths have achieved the levels specified by the City approved documents, requesting approval for removal of shores and formwork, and/or reshoring operations. This letter shall contain the test results of the field-cured cylinders (and laboratory-cured cylinders when specified by the **SER**) molded for this purpose along with the stripping requirements stated in the City approved documents. The stripping letter shall contain the original seal and signature of the **SI**.

A stripping letter shall state that in-situ concrete strengths and conditions meet or exceed the project design specifications and design stripping criteria, and shall request approval to remove formwork and/or shoring. In the event of a deficiency, the **SER's** recommendations shall be included. Stripping letters shall also include the following:

- **"Design" data.** The project's requirements, including but not limited to the concrete mix design strength and concrete strength/time specifications for stripping, the formwork shoring, reshoring or stripping design criteria established by the **RDP** responsible for formwork and shoring design and cold weather concreting methods.
 - **"Actual" data.** The construction results attained for the particular stripping request, including but not limited to cold weather concreting temperature logs, concrete cylinder break tests, post-tensioning stressing records and formwork shoring/reshoring data or calculations.
- b. **Approval of stripping letter.** City approval of the stripping letter is required prior to shoring removal, stripping and reshoring operations. Possession of this City-approved stripping letter does not in any way relieve the **GC** of responsibility to evaluate the removal of formwork and shoring to determine if it is safe and appropriate to do so. The stripping letter shall be reviewed and approved by the **SER** prior to submittal to the **City**.

Except for post-tensioned concrete construction, the **SER** may waive review of the stripping letter. Waiver of review constitutes **SER** approval of the stripping letter. The **SER** waiver of review shall be conveyed to the **City** in writing prior to commencement of concrete placement for the project.

Low-strength Concrete - When field-cured concrete strength test results do not meet formwork and shoring removal requirements, the **RDP** who designed concrete formwork and shoring may review any additional available information and make a recommendation to the **SER** and to the **City** to allow stripping to proceed or

to postpone stripping until specified concrete strengths are attained. **SER** approval and **City** approval is required.

Elongation Records - When structural members to be stripped are of post-tensioned design, elongation records shall be approved by the **SER** and shall be attached to the stripping letter. In the event that tendons are broken, elongations do not meet project specifications, or other deficiencies occur, the **RDP** who designed the post-tensioned tendons shall address the case and make a recommendation, for review and approval by both the **SER** and **City**.

Appendix D

EARTH RETENTION SYSTEMS

The requirements of this chapter shall apply when construction includes earth retention systems elements as listed below.

All earth retention systems retaining 10 feet or more of unbalanced fill, and/or trenching operations deeper than 8 feet, whether permanent or temporary, including, but not limited to:

- Building foundation walls
- Retaining walls
- Soldier piles and lagging
- Soil nailing systems
- Sheet piling
- Braced shored walls
- Tied-back walls
- Slurry walls

CONSTRUCTION DOCUMENTS

Review and approval. The earth retention system construction documents shall be submitted for review and approval to the City prior to permit issuance. Construction documents for earth retention systems which are to become a permanent part of the final structure shall be reviewed and approved by the **SER**, including field inspection requirements, prior to submission to the **City**.

Preparation of construction documents. Earth retention system construction documents, including the related design calculations, shall be prepared, signed and sealed by a **RDP** experienced in the design of earth retention systems. In addition to structural design, the construction documents shall include the following:

- **Adjoining properties.** Recommendations for protecting adjoining properties, including existing public and private streets.
- **Slope protection.** Specification of responsibility for protecting all slopes in accordance with general practice, throughout the course of the project.
- **Dewatering.** Any requirements for dewatering of the excavation are specified or assumed in the earth retention system design.
- **Installation.** System installation criteria, including allowable inward movement, pile installation and tie-back criteria, and requirements for inspection and monitoring of the earth retention system construction and adjacent properties.

FABRICATION AND ERECTION DOCUMENTS

Review and approval. Prior to construction, the **GC** shall submit two sets of **SER**-approved fabrication and erection documents to the **City** for approval. After City review and approval, the City will return one set of approved fabrication and erection documents for use on the job site. City-approved documents shall be used by the **SI** to conduct special inspections during construction.

Preparation of fabrication and erection documents. The **RDP** responsible for the construction documents shall also prepare, sign and seal the fabrication and erection documents.

INSPECTIONS

Special inspections required. In problem soils areas, as defined by the City of Alexandria Soil Policy, the **GER** shall perform the special inspections of the earth retention system. In non-problem soils areas, the **GER** or the **SI** shall perform the special inspections. Earth retention systems shall have special inspections performed to determine compliance with City-approved construction documents and this SIP-2009, including the following:

- **Compaction.** Compaction process to determine that materials' quality and in-place density tests comply with the City-approved specifications and geotechnical notes and the requirements of the VCC.
- **Backfill, drainage and waterproofing.** Backfill, foundation drainage systems, and waterproofing during and following their placement for compliance with City-approved backfill, foundation drainage systems, and waterproofing specifications.

Inspection reports. Inspection reports shall be submitted to the appropriate **RDPs** of record and the City.

Deviations. Deviations from the City-approved earth retention system construction documents shall be subject to approval by the appropriate **RDP** of record and the **City** prior to work continuing in the affected area. When the earth retention system is to become a permanent part of the final structure, deviations shall also be subject to approval by the **SER**.

COMPLETION OF EARTH RETENTION SYSTEM CONSTRUCTION

At the completion of the earth retention system construction, the **SI** shall, after review and approval by the appropriate **RDPs**, submit a completion letter to the City, and shall indicate the date of completion on the final report of special inspections. When the earth retention system is to become a permanent part of the final structure, the **SER** shall review and approve the completion letter prior to submission to the City, with approval indicating that the system is acceptable as a structural element of the final structure.